

Team Planning Templates

Scoping the Project

Issues and Outcome Statement:

A short paragraph that describes the issue to be addressed, a vision and outcomes. It should be brief, specific and focused on a description of success.

Business Case and Impact Statement: Relationship to Critical Themes, Impact on Long Term Center Goals and Leadership Learning Objectives

Think systemically about how this project relates to the rest of the Center's work.

Why will anyone care about this project? Why should Center resources be devoted to this project?

What will be different if this project is highly successful?
What is at risk if it is not?

What do we expect to experience and learn as leaders in the execution of this project?

How will project success be measured on the Leadership and Task Objectives?

Sponsor(s)

At the highest organizational level: Who will care about this project and also has decisional authority and resources?

What will need to be contracted at the outset: goals, metrics, progress reviews, access, etc?

Project Environment

What other Center initiatives are related to this project? Who else needs to be informed or otherwise involved? Who might be opposed to this project? What concerns will others have about pursuing it?

Sponsors

The role of the Sponsor is to provide strategic guidance and context.

The Sponsor provides delegated authority and access to Center resources.

The Sponsor provides accountability for progress on goal achievement (task AND leadership).

The Sponsor serves as a link to Center executives.

The Sponsor provides critical feedback to the team on its process and outcomes.

What will need to be contracted at the outset: goals, metrics, feedback, progress reviews, access, etc?

Cohort Session Progress Report Format

Your team will have approximately 15 minutes to deliver your update. Your team should focus on the following at a minimum:

1. Leadership Objectives
2. Task Objectives: critical issue statement, business case and impact
3. Sponsor agreements and team's perspectives and learnings on the contracting process with Sponsors and other key stakeholders
4. Key NASA/GSFC organizational environment issues such as CAIB, etc.
5. Use of ALP resources: Coach, Mark Goldman, Sheri Brown, etc.

Feedback Request

Your team should also think about the feedback that you want from the group. Be sure to clearly state your request during the presentation. This request will be used by the other teams as they structure their response to your report.

Support Request

Your team can also request specific or general support from the community. Please state that in your report as well.